



Enrollment Action Checklist

State Pensioners - Non-Medicare Eligible

2020 Benefits Open Enrollment Period: May 04 – 20, 2020
Coverage Effective Date: July 1, 2020

All the information you need to help you prepare for and complete
Open Enrollment is located on the Office of Pensions website:
delawarepensions.com > select "Open Enrollment"

- ❖ **STEP UP DURING OPEN ENROLLMENT and actively participate**
between **May 4 – 20, 2020** by completing these two simple steps:



STEP ONE: Complete the necessary forms if you want to enroll or make changes to your health, dental and/or vision coverage. Forms are included in the packet mailed to your home prior to Open Enrollment and available on the Office of Pensions website.

- ☐ When submitting your forms to the Office of Pensions, choose one of the following options:
- Scan and e-mail to pensionoffice@delaware.gov
 - Fax to (302) 739-6129
 - Mail to Office of Pensions, McArdle Building, 860 Silver Lake Blvd, Ste 1, Dover, DE 19904-2402

IMPORTANT: If you are not making updates/changes, **DO NOT** submit these forms.

- ☐ ***If enrolling a spouse or other dependent child for the first time***, you will be required to submit a Birth Certificate (for dependents only), Marriage Certificate, Social Security numbers or other required documentation as applicable to the Office of Pensions.
- ☐ ***If enrolling a dependent child for the first time***, complete a Dependent Child COB Form only if you are newly enrolling a dependent(s) on your health (Aetna or Highmark Delaware) plan for July 1, 2020 and the dependent(s) have other health coverage. Access the DCOB Policy and Form on the Office of Pensions website.
- ☐ ***If enrolling in an HMO (Aetna or Dominion National) plan***, you are required to select a primary provider for you and your covered dependents. Be sure to confirm the provider participates in the plan's network and is accepting new patients prior to enrolling.



STEP TWO: Complete the online Spousal Coordination of Benefits Form if you will be covering your spouse on your non-Medicare health (Highmark Delaware or Aetna) plan as of July 1, 2020.

Failure to submit a new form each year will result in a reduction of spousal non-Medicare health benefits.

❖ **Where You Can Learn More:**

There are several tools on the [Office of Pensions website](#) to help you actively participate in Open Enrollment and be a wise healthcare consumer:

- ↳ **Online Courses** – *Step Up for Open Enrollment, How to Select a Health Plan, and Choosing the Right Care* provide helpful information and resources. There are even online courses available that cover each of the four health plans.
- ↳ **Spousal Coordination of Benefits Form Self-Service Guide** – Document provides step-by-step guidance in navigating and completing the Spousal Coordination of Benefits Form.
- ↳ **Health Plan Comparison Chart** – Document provides a side-by-side comparison of the four health plans offered by the State of Delaware.
- ↳ **myBenefitsMentor®** – Online consumer decision tool that is designed to help you estimate upcoming healthcare expenses and make the best enrollment selection from the four non-Medicare health plans offered by the State of Delaware.
- ↳ **And More!** – Access plan booklets, highlights, rates, etc.

Have questions about Open Enrollment or your benefits?

Contact the Office of Pensions at 1-800-722-7300 or pensionoffice@delaware.gov.